

Job Description

Missouri State Highway Patrol

Class Title: Assistant Director, MVI

Title Code: V07815

Effective Date: 04/01/2004

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Director, Motor Vehicle Inspection Division

Position Supervised: Division clerical and technical employees

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Senior Chief Inspector assists the Director of the Motor Vehicle Inspection Division in establishing and administering the Motor Vehicle Inspection program through functional supervision and coordination of field activities. An employee in this position performs a variety of administrative responsibilities, e.g., analyzing staff and field operations, developing and recommending work standards and procedures, conducting studies, preparing reports, supervising clerical and technical employees assigned to the Motor Vehicle Inspection Division, maintaining good public relations and liaison duties with other agencies. The employee administers the safety inspection program, school bus inspection program, and VIN/Salvage examination. Duties also include traveling throughout the state to observe and monitor subordinate employees and inspect equipment and facilities. An employee in this position has considerable latitude in exercising independent judgment in providing functional supervision of the Motor Vehicle Inspection program.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the division director in establishing and administering the Motor Vehicle Inspection program through functional supervision and coordination of field activities; assists in the development or revision of departmental policy relating to the functions, services and procedures of the Motor Vehicle Inspection Division. Supervises employees assigned to the Motor Vehicle Inspection Division.

Provides technical and procedural assistance, both verbally and in writing, to staff and field personnel, governmental agencies, and the general public which are affected by motor vehicle inspection regulations.

Assists the Director by writing proposed changes to statutes, administrative rules, division orders and interpretations; develops new forms; researches new inspection and investigative procedures; provides input for changes in draft legislation pertaining to motor vehicle laws; assists with bill reviews and fiscal notes.

Reviews and assists in developing training programs for inspector/mechanics, basic MVI and VIN/Salvage schools, in-service training, etc.; prepares lesson plans, instructs motor vehicle inspection program, utilizing videos, Power Point presentations, or other computer programs.

Reviews and analyzes reports and other documents for compliance with acceptable standards, to determine training needs and competence levels of operational and supervisory personnel, to improve supervisory deficiencies found, and to identify needed changes in established standards.

Routinely monitors the performance of personnel at troop headquarters and satellite stations, inspects facilities and equipment, identifies problems and training needs and notes any desirable changes in operating procedures relating to motor vehicle inspection operations.

Keeps field personnel informed concerning laws, rules and regulations relating to motor vehicle inspection and assists in the development, publication and maintenance of the Motor Vehicle Inspection Operations Manual. Assists in the development and maintenance of a centralized file, containing master procedure manuals and forms, federal and state manuals, programs and directives, laws, rules and regulations, administrative orders, department directives, organization charts, training materials, examinations, etc.; and allied materials relative to motor vehicle inspection.

Assists the division director in investigating, researching and answering the inquiries or complaints of citizens relating to motor vehicle inspection activities; Reviews MVI violation reports, special investigation reports, and safety inspection data for accuracy, completeness; makes appropriate recommendations for administrative penalties, and determines whether appropriate procedures and dispositions were followed (e.g., complaint investigations, covert investigations, and overt investigations).

Provides suggestions in the preparation of the division budget; makes determination as to need for inspection stickers/decals, MVI-2 forms, school bus inspection forms/stickers, shipping boxes, and general operating supplies.

Supervises the VIN/Salvage Inspection program and the annual school bus inspection program.

Plans, coordinates and assists in the conduction of surveys, studies and analysis of all phases of the motor vehicle inspection program, including operational procedures, forms, equipment, communications, etc. Develops new forms as necessary.

Attends seminars and schools relating to motor vehicle safety, school bus, VIN/Salvage, and auto theft programs to gather and share information with peers as well as learn new developments and trends in motor vehicles and inspections; serves as an expert in the field and provides technical guidance to individuals within and outside the organization.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the Missouri State Highway Patrol's policies, procedures, rules and regulations and all laws concerning motor vehicle inspections.-VIN/Salvage, school bus inspections, and auto theft techniques.

Extensive knowledge of the basic principles of vehicle/automotive technology.

Extensive knowledge of the methods, practices, procedures, equipment and materials used in the inspection of motor vehicles.

Knowledge of the principles and techniques of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to conduct motor vehicle inspections/re-inspections in accordance with prescribed regulations.

Ability to maintain complex records and files.

Ability to communicate effectively, both orally and in writing, with persons inside and outside the organization.

Ability to make sound, competent decisions.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to work independently.

Ability to prioritize, organize and plan work effectively.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to analyze documents pertaining to the operation and training needs of the division.

Ability to establish and maintain effective working relationships with others.

Ability to exercise diplomacy and patience in dealing with individuals.

Ability to exercise judgment and discretion.

Ability to review reports for completeness, clarity, accuracy and legibility.

Ability to gather, organize, analyze and evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weaknesses.

Ability to use computer programs (Power-Point, Excel, Word, Lotus Notes, etc.) in the development of training programs, lesson plans, presentations, division correspondence, etc.

Ability to complete advanced management and technical training courses as specified by the Director of the Motor Vehicle Inspection Division.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least seven years of experience as a Motor Vehicle Inspector, two of which must have been at the level of Supervisor or higher.

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If the successful candidate holds the position of Supervisor, he/she must successfully complete a one year period as Chief in the Motor Vehicle Inspection Division at GHQ before being promoted to Senior Chief MVI Inspector.

If the successful candidate has held the position of Chief MVI Inspector for one year or more, he/she will be promoted to the position of Senior Chief MVI Inspector.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid driver's license and reliable motor vehicle.

Must have successfully completed a job related examination as specified by the Director of the Motor Vehicle Inspection Division.

Possess at least five years of experience as a Motor Vehicle Inspector with the department.

Must have served a minimum of one year in grade as a Motor Vehicle Inspector Supervisor.

Successfully complete the department's supervision/management course within one year of appointment as Chief Motor Vehicle Inspector.